

CITY OF CHARLESTON
DEPARTMENT OF RECREATION

2021 YOUTH
BASKETBALL MANUAL



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A WORD ABOUT OUR SPONSORS

THANK YOU FOR SUPPORTING OUR SPONSORS!

HARRIS TEETER HAS BEEN A PROUD DIAMOND LEVEL SPONSOR OF THE CITY OF CHARLESTON RECREATION. THEY PROVIDE NEEDED SUPPLIES AND FUNDS FOR OUR RECREATION PROGRAMS.



ROPER ST. FRANCIS HEALTHCARE IS PROUD TO SUPPORT ATHLETICS OF ALL AGES AS A DIAMOND LEVEL SPONSOR. WE BELIEVE RECREATIONAL SPORTS ARE AN IMPORTANT PART OF A HEALTHY LIFESTYLE.



DICK'S SPORTING GOODS BELIEVES SPORTS MAKE COMMUNITIES STRONGER AND WE ARE DEDICATED TO SUPPORTING LOCAL ATHLETES. THAT'S WHY WE PROUDLY OFFER SPONSORSHIPS TO THE YOUTH LEAGUES IN THE COMMUNITIES IN WHICH WE SERVE.

WWW.SPORTSMATTER.ORG



Now you're a Coach!

You're a Coach. The title is short, it sounds simple and yet in no way can these few words really point out or define the responsibility you have assumed. You are taking on the responsibility of a child. You are agreeing to oversee and supervise, to instill discipline where sometimes there is no discipline, you become an example, you are at times the most important adult in a child's life. With many of the children you will have, you will become more visible and will spend more time with a child than the Parent. You are the Coach, someone to have fun with, play games with, talk about school and friends with, to hear about problems no one else knows about. You have lives in your hand, the SUCCESS the child will enjoy in adult years may well depend on you. You are now a Coach, a lot said in a few small words!

There may be things besides being a teacher of the game that you may have to become during your season. You will certainly be a Role model, you will be a leader, you may be the transportation system a time or two, you will be a counselor and hopefully you will end up being a friend. Besides all these hats you will wear for the children you have to be a communicator with the Parents. Having a good relationship with the Parents will create a fun and enjoyable season for all involved. Remember you have their most valuable and important possession in your hands, THEIR CHILD! If you communicate, utilize and include the Parents your role as a coach can be focused on teaching the game. Your first step after meeting the children should be meeting the Parents. Have a Parent's meeting that allows both of you to become familiar with each other. All too often Coaches complain about the Parents and the Parents complain about the Coaches. If we open the lines of communication and lay out the philosophies, guidelines and rules then everyone leaves understanding where each party stands. The following information is steps and items you can use when you meet with your Parents for the first time.

Parent Meeting

Information is the key word here. The more information you give them the more included they feel. Remember everyone's lives are busy, so the more info they have about practice and games the better they can plan.

Objectives of Parents meeting: Prefer a Zoom/Teams/Virtual mtg. If in person, please spread out. Mask Required.

- *For parents to understand the objectives of the sports program.
- *For parents to become acquainted with the person or person who will be responsible for their child.
- *To inform parents what is expected of their child and what is expected of them.
- *For the coach to understand any parent concerns.
- *To establish clear lines of communication between parent and coach.
- *To obtain support from parents in helping with carpools, drinks, practices, team mom's or dad's.

Planning the meeting:

- * Have the meeting early in the practice season, first or second practice, and personally invite all parents.
- * Keep the meeting to under an hour.
- * It is up to you about having the players there. Maybe the assistant coach can be practicing while you are meeting with the parents.
- * Be well prepared for the meeting. Handouts, copy of bylaws, phone list, written expectations, practice schedules, game schedules, drink list. Anything that will address concerns prior to the season.
- *Give the parents a brief history of you, background, ability, knowledge, expertise. They need to be able to get a feel for your character and knowledge of the sport.
- * Discuss your philosophy. What is a typical practice for you, the emphasis you give to different aspects of the game like playing time, winning, losing, physical development, mental development.
- * Discuss where, when and how long and how often practices will be. Allow the parent to advise you of any conflicts with those days or times. You may be able to have another parent help with carpool.
- * What kind of equipment and practice gear will the child need? Discuss uniform colors and clothing.
- *Discuss league bylaws. Inform parent of playing rules, participation rules, and conduct of parents, players and coaches. Give them a copy of the bylaws.
- * Talk with the parents about when it is appropriate to discuss issues with you. Let them know that during a game is unacceptable. Have them set up a time or try to discuss it with you after the game or practice. Never should this discussion be in front of their children or other children.

- * Give them some skills that they can do with their children at home to help the child succeed.
- * Ask parents to not discuss or criticize other children or their own.
- * Finally tell the parents that we must treat the children the same way after a game win or lose. If you get ice cream after a win then you should get ice cream after a loss.

This is a game and shall be treated as such by the Parents, Coaches and Players. No one is being paid and we should not treat our youth differently just because they lost a recreation league game.

Keys to Dealing with Parents:

- * Always listen to their ideas and feelings. You may not agree but you need to listen.
- * Accept help.
- * Resist pressure and always keep the children's safety and interest as the priority.
- * Be fair and consistent.
- * Handle confrontation one on one and away from others.
- * Do not discuss other children with parents.
- * Do not blame the children for their parents.

Conducting a Practice

1. **Warm up:** All practices should start with a systematic stretch and warm up. A major point to remember is to not allow players to bounce while they stretch. They should move slowly until they feel a slight tug or tightening of the muscle and then hold.
 - * Light jog around the field
 - * Stretch of all major muscle groups.
 - * Pass with a partner, short to longer distance

2. **Practice:** Practices should be preplanned so you work on a certain task and accomplish a goal.

* Try to have several stations of activities.	* Have the players always doing something.
* Inter squad scrimmages.	* Safety is always number one.
* Play like you practice.	* Start on time and finish on time.
* Make drills fun and active.	* Have players always hustle from one area to another.
* Be consistent.	* Be fair.

*Correct the problem, do not criticize the player. All players learn best with positive criticism not negative.

3. **Practice space:** Practice space is very limited due to amount of players and gym. Please schedule with your Athletic Coordinator. Outdoor courts are a good way to utilize our milder winter weather and get extra practices in once games start.

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The National Federation of High School Basketball Rule Books and SCAP will govern play with the following exceptions:

AGE DIVISIONS:

The cut-off date for **ALL** age divisions is **SEPTEMBER 1ST, 2020**

4	4 years old as of September 1 st , 2020
5-6	5-6 years old as of September 1 st , 2020
7-8/7-8G:	7-8 years old as of September 1 st , 2020
9-10/9-10G:	9-10 years old as of September 1 st , 2020
11-12/11-12G:	11-12 years old as of September 1 st , 2020
13-15	13-15 years old as of September 1 st , 2020

LENGTH OF GAME

4	45 minute clinic
5-6	4, 7- minute quarters (running clock)
7-8:	4, 7- minute quarters (running clock)
9-10:	4, 8-min quarters (running clock except last 2 min. of the 2 nd & 4 th quarter)
11-12:	4, 8-min quarters (running clock except last 2 min. of the 2 nd & 4 th quarter)
13-15:	4, 8-min quarters (running clock except last 2 min. of the 2 nd & 4 th quarter)

BALL SIZES/NET HEIGHT/REFEREES

4	Rookie/Staff
5-6	Junior/8 foot/1 Referee
7-8:	Junior/9 foot/1 Referee
9-10:	Compact/10 foot/1-2 Referees
9-12G:	Compact/10 foot/1-2 Referees
11-12:	Competition /10 foot/1-2 Referees
13-15:	Competition/10/foot/1-2 Referees

GAME PRELIMINARIES

1. All games will be played at Arthur Christopher City Gym, Bees Landing Recreation Complex, James Island Recreation Complex, Daniel Island School Gym. Teams will not travel.
2. Coaches masked at all times.
3. Players masked when not physically on court playing. If coming off the court, players can catch their breath before placing mask on.
4. Only one spectator per player permitted in gymnasiums.
5. No water coolers on the court. Players must bring their own water bottle.
6. **No food on basketball courts.**
7. Fans will be asked to sit on the opposite side of the team bench when appropriate. No noisemakers permitted in any gymnasium.

8. Benches or chairs will not be used on the sidelines.
9. Players and coaches will socially distance at all times.
10. All games will use a running clock. Time will stop only for time outs and free throws period. Exception: 9-17 yr old divisions - Last two minutes of the 2nd & 4th quarter the clock will be a regulation clock and stop on each whistle, unless in Mercy Rule.
10. **All games will start on time. Game time is forfeit time.** 5 minutes only will be allowed for warm up, if time allows. Beginning at age 7-8, the starting roster must be in the scorekeeper's book 10 minutes before game time. Failure to do so will result in two (2) technical foul shot.
11. Coaches are allowed two (2) time outs per half. Unused Time outs from the first half do not roll over to the second half.
12. Jump Ball will determine the first possession and possession will alternate.
13. Game balls and warm up balls will be swapped out with sanitized balls as many times necessary and available.
14. Coaches must stay in coaching box. Referees will warn coaches once. Infractions after that will result in a shooting team technical foul shot. Two technical fouls on any one coach will result in coach ejection. Only one (1) coach may stand in the bench area.
15. Only two coaches can be on the bench in any basketball game. Coaches must be in coaches' shirt. Coaches must be in mask. Coaches cannot leave sidelines, go to stands and then comeback. Once you start with the team you must stay with the team. Coaches cannot go back and forth coaching and not coaching during a game.
16. Issued coach attire (shirt) must be worn at every schedule game. First appearance at your schedule game without department issued attire will result in a verbal warning. Second appearance without department issued attire will result suspension from coaching in that schedule game. Further incidents of not wearing coach's shirt may result in game
17. **Proper Substitution procedures:** Player must go to scorer's table before the next dead ball. The player states their name and number and the name and number of the player they are subbing for.
18. A coach may hold a player out of the game for the following reasons: injury, sickness, or disciplinary actions. The coach must notify the Athletic Department, the player's parents, and the score keeper before the start of the game.
19. Mercy Rule: The clock runs continuously if a team has a 20 point lead over another any time during the game. suspensions
20. Discipline: see Admin Laws for all disciplinary issues.

UNIFORMS

1. Mask will be required for players on the sidelines and not in game. If coming off the court, players can catch their breath before placing mask on.
2. Undershirts of similar color to uniform are permitted underneath team jersey.

3. **Home team will wear white, Away team will wear color. Except 5-8 year olds.**
4. Jersey's must be tucked into basketball shorts and leggings (for girls). Shorts must be worn around waist.
5. **No shorts with pockets or strings are permitted.** Pockets cannot be sewn, taped or turned inside out.
***** SHORTS will NOT be available for use from the city of Charleston at any location.**
6. Leggings can be worn under shorts. Leggings must be on similar color to shorts and not have pockets.
7. Girls teams cannot place knot's in their shirts.
8. The referee/Athletic Staff shall not permit any player to wear equipment, which in his/her judgment is dangerous or confusing to other players or is not appropriate. Examples are but not limited to: cast or brace, headwear, illegal undershirts, undergarments or tights.
9. No jewelry, to include girls who just got ears pierced. No band-aids, no tape to cover pierced ears.
10. Non marking basketball shoes only permitted on Courts. Black soled running/tennis shoes that are not basketball shoes are not permitted on courts.

5-6 LEAGUE GAME BYLAWS

- Teams will play five (5) versus five (5). Teams may play with three.
- Games are four (4) seven minute quarters.
- Coaches are allowed to call two 45-second timeouts per half. Timeouts do not carry over into the second half.
- Foul shots will be taken 8 ft. from the distance of the basket. Tape will be down on the floor to designate this spot.
- A jump ball will determine the first possession. Possession will alternate. Teams will not switch goals at half time.
- 1 Referee will officiate the game. If no official, Coaches will call the game.
- **Each player must play two full quarters (fourteen minutes).** A coach may hold a player out of the game for the following reasons: injury, illness or disciplinary actions. The coach must notify the Athletic Department staff, the player's parents and the scorekeeper prior to the start of the game/quarter.
- **Full court press is prohibited.**
- Defensive players must drop back behind free throw line and cannot extend defense above the three point line once the offense comes across half
- No score will be kept.
- The clock will stop for substitutions, injuries and time outs.
- Fouls are not recorded

- Coaches may run the sideline in this age group but must stay out of the middle of the game.

7-8 LEAGUE GAME BYLAWS

- Teams will play five (5) versus five (5). A team must start with 5 but may finish with (3) three.
- Games are four (4) seven minute quarters.
- Coaches are allowed to call two 45-second timeouts per half. Timeouts do not carry over into the second half.
- Foul shots will be taken from the free throw line.
- A jump ball will determine the first possession. Possession will alternate. Teams will switch goals at half time.
- 1 Referee will officiate the game. If no official, Coaches will call the game..
- Fouls will be called by the official as well as recorded. A player can foul out.
- **Each player must play two full quarters (fourteen minutes).** A coach may hold a player out of the game for the following reasons: injury, illness or disciplinary actions. The coach must notify the Athletic Department staff, the player's parents and the scorekeeper prior to the start of the game/quarter.
- **Full court press is prohibited.**
- Defensive players must drop back and crossover the half court line to allow the Offensive team the opportunity to cross half court.
- No score will be kept.
- The clock will stop for substitutions, injuries and time outs.
- Coaches must stay within the designated coaching box in front of their team bench. No more than two coaches.

9-17 LEAGUE GAME BYLAWS

- Teams will play five (5) versus five (5).
- Games are four (4) eight minute quarters.
- Games must begin with five (5) players but may finish with three (3).
- Each team is allowed two (2) one-minute time outs per half. First half time outs DO NOT carry over to the second half.
- Three point shots are scored in these leagues.
- Fouls are recorded and players will foul out on 5th foul.
- **Playing Requirements: All players must play **period!** There will be **free playing requirements** throughout the game, but a player must play the equivalent time of two full quarters (16 minutes).**

*In the case of the team not having 10 participants at the game, **no one player may play the entire game.**

*When coaches make substitutions for this reason a player must come out of a game for at least three minutes in each half.

*The scorer's table will advise at halftime- each coach of their player requirement status.

- Any coach not following the playing requirements will be suspended for the next game played by the team.
- A coach may hold a player out of the game for the following reasons: injury, sickness, or disciplinary actions. The coach must notify the Athletic Department, the player's parents, and the score keeper before the start of the game
- The clock runs continuously if a team has a 20 point lead over another any time during the game.
- No full court press if team is ahead by 10. Offensive team must be allowed to come over half court line.
- Coaches must stay in coaching box. Referees will warn coaches once. Infractions after that will result in a shooting team technical foul shot. Two technical fouls on any one coach will result in coach ejection. Only one (1) coach may stand in the bench area.
- **Proper Substitution procedures:** Player must go to scorer's table before the next dead ball. The player states their name and number and who they are going in for.
- Overtime period will be a 3-minute clock, first 2 minutes will be running, last 1 minute will be stopped clock.
- Each team will be awarded 1 time out during overtime period. Second half time outs DO NOT carry over in overtime period. Only one OT period will be played, a game could end in a tie.

FULL COURT PRESS RULE 9-17

- Follow all rules for 9-17 with the following exception:
Full Court Pressing will be allowed throughout the game. (1st thru 4th period.) There will be no full court pressing when the pressing team is ahead by 10 or more points. After a warning, the Coach will be assessed a technical foul as well as a team foul. **If this infraction occurs after a third time within a single game, the coach will be suspended for the remainder of the game.** Clarification of this press rule: If a defensive player pulls down a rebound, becomes an offensive player and makes a fast break to their basket then they are open to a defensive player making a play on the ball. If the defensive player pulls down a rebound, becomes an offensive player and then holds the ball, then the defense must get back and pick up the press after the player **passes** the half court line. Defense must allow the player to actually cross over the half court line before pursuing the offensive player. Referee will warn team and Coaches once and then Technical Fouls will ensue. Three point shots are scored in this league.

END OF SEASON GUIDELINES

- League champions will be determined by a team's standings:
 - (1) Overall record, or in case of a tie
 - (2) Head to head record with tied team(s);
 - (3) If teams remain tied after head to head match ups, each team will be named either Co-Champions or Co-Runner Up
 - (4) NO playoff games will be played

The City of Charleston will recognize Champions and Runners up for 9-17 divisions with awards at the end of the season. **Neither points scored nor points allowed will ever come into play when determining standings. It will go strictly by win/loss record and head to head results.**

ALL-STARS

- Due to Covid 19 protocols. NO ALL STARS for 2021 season.

PLAYER INJURY OR DISCIPLINE PROCEDURES

- Any player injured during a game shall be removed from that game if recreation staff and/or referee feel that the player's health or safety is in jeopardy.
- Any player removed from the game due to injury will be required to sit out a minimum of one play and may only return with the approval of recreation staff and/or a referee.
- Any player injured severely enough to require further medical attention (i.e. emergency room, doctors' visit) must obtain written permission from a physician before returning to practice or game play.
- Never encourage a player to violate a safety rule or intentionally injure another player. Indefinite suspension may occur.
- If a player is not going to play in a game for disciplinary reasons or disqualification, athletic staff, game officials, and the opposing coach must be notified prior to the start of the game.

EXPECTATIONS FOR COACHES

CONDUCT

- Coaches are required to be in mask the entire time in facilities and coaching the game.
- If Coaches have to be asked multiple times to put on a mask or refuse to wear a mask, we will ask the coach to leave the game.
- NO HUDDLES
- NO HIGH FIVES
- When coaches meet with their kids they must do everything they can to socially distance. Everyone must be masked.
- Coaches are expected to conduct themselves in a respectful and professional manner at all times.
- Coaches must stay in their designated area. All players must be seated in bench area. Coach cannot continually move on and off bench during game.
- At NO time shall a coach/player argue or shout at an official. Officials will treat you respectfully and we ask that you do the same. If you want to address an issue, please speak to the recreation supervisor at your site.

- Any coach/player/spectator ejected from a game by an official or recreation supervisor must immediately leave the premises. The game will not resume until this person has done so.
- Anyone ejected from a game will also be suspended for the following game of the age group/division/league that the ejection occurred and may be required to meet with the Athletic Superintendent, depending upon the severity of the incident, further suspension may occur.
- Example: ejection in a 9-10 yr old game would result in suspension for the next 9-10 yr old game that is played. Reschedule or forfeits games do not count for sitting out a game.
- Fighting will NOT be tolerated. Any coach/player involved in a physical altercation will be ejected from the current game, suspended for next game and could result in further discipline. Anyone ejected from a game will also be suspended for the following game of the age group/division/league that the ejection occurred. Reschedule or forfeits games do not count for sitting out a game. There are no excuses for this type of behavior. See admin bylaws.
- Arguing will NOT be tolerated. Any coach/player involved in a verbal altercation with officials, coaches, players, parents, opposing sidelines will be ejected from the current game, suspended for next game and could result in further discipline. Anyone ejected from a game will also be suspended for the following game of the age group/division/league that the ejection occurred. Reschedule or forfeits games do not count for sitting out a game. There are no excuses for this type of behavior. See admin bylaws.
- Coaches may be videotaped on the sideline during games to document behavior. Videos will NOT be used for video replay to change a call made by an official.
- **Coaches are NOT allowed to use any tobacco product or consume alcoholic beverages while at or before practice or games.** Staff will be allowed to remove a coach for any suspicion of intoxication.
- Coaches/players should remain from using explicit language during practice or games. Any coach/player who is heard using foul language will be warned. If the language continues, the coach/player will be ejected from the game and suspended from the next game. See admin laws.
- **Coaches should NOT pull their team from the court before a game is finished. The coach will face a minimum of a 3 game to season long suspension for doing so.**
- Any team that fails to show for or forfeits two games can be removed from the league.

ATTIRE

- Coaches will be masked at all times, this is part of the uniform.
- Coaches will be provided with coaches' shirts and are expected to wear them to all games.
- Coaches are expected to be properly dressed to coach. We prefer shirts to be tucked in. Also want shirts worn on the outside of long sleeves and sweatshirts.
- Coaches are not to use cell phones while on the court (this includes Bluetooth earpieces). Recreation supervisors will have cell phones in case of emergencies.
- Coaches will not be allowed to coach without proper attire.

PROTESTS

- Protests will be allowed for player eligibility or participation *only*. Judgment calls CANNOT be protested!
- Protests must be filed with the head official at the time of the incident that is being protested. If it is not filed immediately, the protest will NOT be recognized.
- An official protest must be filed by noon of the next business day following the competition (Example: If the game is on Saturday, the protest must be filed by noon the following Monday). The protest form must also be accompanied with a \$50 check.

- The protest must include the following information:
 - 1) Coaches' name filing protest (ONLY HEAD COACHES MAY PROTEST)
 - 2) Team and division
 - 3) Date of protest
 - 4) Contest (to include date and time)
 - 5) Recreation supervisor/staff present
 - 6) Game official(s) present
 - 7) Protest described in detail to include rule being protested and the point of the game that the rule is protested.
- The Athletic Roundtable will meet and reach a final decision on the outcome of the protest. If the protest is upheld, the \$50.00 filing fee will be refunded. If the protest is denied, the Recreation Department will keep the filing fee.

CONFIDENTIAL INFORMATION

- Each coach will be given a roster with information for each participant. This information is to be kept confidential. Though it is important for you to be able to contact your participants, it is more important that you do not share this information with anyone else.
- Do **NOT** make copies of your roster to give to every parent on the team. Some parents do not want their phone numbers or child's birth date to be given out. Please respect everyone's wishes in this matter. If you want to form a phone tree or have a team mom/dad, ask parents for their phone numbers and addresses. This will ensure that parents not wishing to participate will have the option to say no.

INJURY TREATMENT GUIDELINES

BLOOD-BORNE PATHOGENS:

- When giving first aid to others, an individual should wear protective gloves (such as rubber surgical gloves) any time blood, open wounds or mucous membranes are involved. The individual should wear clean gloves for each person treated or when treating the same person more than one time. If the individual gets someone else's blood on his/her skin, protective gloves should be worn and the blood wiped off with a disposal alcohol swab. The person who has treated and injury where there is blood present or has cleaned a potentially contaminated surface should wash their hands with soap and hot water whether or not protective gloves are worn. The individual removed from practice or a game due to bleeding must have the bleeding stopped and any wound covered before being allowed to return to the practice or game. If the bleeding begins again the practice or game should be stopped and the potentially contaminated surfaces cleaned. The manager or umpire/referee would

be the judge as to the number of times the practice or game would be stopped before the individual is disqualified from further participation in that practice session or game.

- Note: If blood gets on a uniform during practice or a game, the uniform should be wiped with a disinfectant such as isopropyl alcohol (rubbing alcohol)

CONCUSSION GUIDELINES

- Sports Concussion Program at MUSC: Under 18yrs old call – 792-3307.
- Declare it is a concussion and what the sport playing when received possible concussion.
- ***The information below has been reformatted from the Center for Disease Control's Heads Up Concussion in Youth Sports Program***
- A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.
- Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If an athlete reports one or more symptoms of concussion listed below after a bump, blow, or jolt to the head or body, s/he must be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussions, says s/he is symptom free and it's OK to return to play.

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs Observed by Coaching

Appears dazed or stunned
Is confused about assignment or position
Forgets an instruction
Is unsure of game, score, or opponent
Moves clumsily
Answers questions slowly
Loses consciousness (even briefly)
Shows mood, behavior, or personality changes
Can't recall events *prior* to hit or fall
Can't recall events *after* hit or fall

Staff Symptoms Reported by Athletes

Headaches or “pressure” in the head
Nausea or vomiting
Balance problems or dizziness
Double or blurry vision
Feeling sluggish, hazy, foggy or groggy
Concentration or memory problems
Confusion
Not “feeling right” or “feeling down”
Sensitivity to noise

Concussion danger signs

One pupil larger than the other
Is drowsy or cannot be awakened, loss consciousness
A headache that not only does not diminish, but gets worse
Weakness, numbness, or decreased coordination
Repeated vomiting or nausea
Slurred speech, becomes increasingly confused, restless, or agitated, unusual behavior
Convulsions or seizures
Cannot recognize people or places

CONCUSSION ABC's

Assess the situation **B**e alert for signs and symptoms **C**ontact a health care provider

WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

- If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. They can even be fatal.

WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

- If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.
- Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.

PREVENTION AND PREPARATION

- Insist that safety comes first. To help minimize the risks for concussion or other serious brain injuries:
- Ensure that athletes follow the rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Wearing a helmet is a must to reduce the risk of severe brain injury and skull fracture.
- However, helmets are not designed to prevent concussions. There is no "concussion-proof" helmet. So, even with a helmet, it is important for kids and teens to avoid hits to the head.

WHAT SHOULD I DO WHEN A CONCUSSION IS SUSPECTED?

- No matter whether the athlete is a key member of the team or the game is about to end, an athlete with a suspected concussion should be immediately removed from play. To help you know how to respond, follow the Heads Up four-step action plan:
- **REMOVE THE ATHLETE FROM PLAY.** Look for signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head or body. When in doubt, sit them out!
- **ENSURE THAT THE ATHLETE IS EVALUATED BY AN APPROPRIATE HEALTH CARE PROFESSIONAL.** Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury: Cause of the injury and force of the hit or blow to the head or body
- Any loss of consciousness (passed out/knocked out) and if so, for how long
- Any memory loss immediately following the injury

- Any seizures immediately following the injury
- Number of previous concussions (if any)
- **INFORM THE ATHLETE'S PARENTS OR GUARDIANS.** Let them know about the possible concussion and give them the Heads Up fact sheet for parents. This fact sheet can help parents monitor the athlete for signs or symptoms that appear or get worse once the athlete is at home or returns to school. We are supplying these to the parents.
- **KEEP THE ATHLETE OUT OF PLAY.** An athlete should be removed from play the day of the injury and until an appropriate health care professional says they are symptom-free and it's OK to return to play. After you remove an athlete with a suspected concussion from practice or play, the decision about return to practice or play is a medical decision.

Coaches Discipline Guide

<i>Offense</i>	<i>Directed Toward</i>	<i>Minimum Action</i>	<i>Maximum Action</i>
<i>Tobacco use (chewing, smoking)</i>	<i>during games, practices or league functions</i>	<i>Verbal</i>	<i>Ejection(s)</i>
Not wearing mask		Verbal	Ejection(s)
<i>Alcohol, illegal substances</i>	<i>during games, practices or league functions</i>	<i>Ejection for remainder of game</i>	<i>Suspension, suspension up to 1 calendar year</i>
<i>Allowing a player to play or participate while knowing of an injury or concussion</i>	<i>During game or practices</i>	<i>Game ejection</i>	<i>Season suspension</i>
<i>Foul or abusive language directed at</i>	<i>Player, Coach, official, spectator or staff</i>	<i>Verbal warning and/or ejection for remainder of game</i>	<i>Game suspension</i>
<i>Continued foul or abusive language. Blatant disregard for staff and officials</i>	<i>Player, Coach, official, spectator or staff</i>	<i>Current game suspension</i>	<i>Multiple game suspension</i>
<i>Encouraging foul language, threatening language, unsportsmanlike behavior, encouraging or telling players to have that kind of behavior</i>	<i>Player, Coach, official, spectator or staff</i>	<i>Current game suspension</i>	<i>Season suspension</i>
<i>Threat of physical abuse, assault, threat of bodily injury of any kind. Placing any child in harm's way by possibly 'sweat downs', extreme weight loss techniques, targeting players, and teaching players to intentionally harm a player.</i>	<i>Player, Coach, official, spectator or staff</i>	<i>Ejection for remainder of game and next game suspension</i>	<i>Season suspension to lifetime suspension. Level of threat will determine length of suspension</i>
<i>Fighting or physical assault of any kind</i>	<i>Player, Coach, official, spectator or staff</i>	<i>Ejection for remainder of game and next game suspension</i>	<i>Season suspension to lifetime suspension. Level of threat will determine length of suspension</i>
<i>Playing an illegal player (see definition #5)</i>		<i>Ejection of next game and forfeiture of current game</i>	<i>Multiple game suspension to league removal</i>
<i>Pulling children off a field for any reason other than weather. Not returning a team to the field after weather delay.</i>		<i>Suspension for next three games</i>	<i>League removal</i>

Parents Discipline Guide

<i>Offense</i>	<i>Directed Toward</i>	<i>Minimum Action</i>	<i>Maximum Action</i>
<i>Alcohol, illegal substances</i>	<i>during games, practices or league functions</i>	<i>Ejection for remainder of game</i>	<i>suspension, suspension up to 1 calendar year</i>
Not wearing mask		Verbal	Game ejection
<i>Foul or abusive language directed at</i>	<i>Player, Coach, official, spectator or staff</i>	<i>Verbal warning and/or ejection for remainder of game</i>	<i>Game suspension</i>
<i>Continued foul or abusive language. Blatant disregard for staff and officials</i>	<i>Player, Coach, official, spectator or staff</i>	<i>current game suspension</i>	<i>multiple game suspension</i>
<i>Encouraging foul language, threatening language, unsportsmanlike behavior, encouraging or telling players to have that kind of behavior</i>	<i>Player, Coach, official, spectator or staff</i>	<i>current game suspension</i>	<i>Season suspension</i>
<i>Threat of physical abuse, assault, threat of bodily injury of any kind</i>	<i>Player, Coach, official, spectator or staff</i>	<i>Ejection for remainder of game and next game suspension</i>	<i>Season suspension to lifetime suspension. Level of threat will determine length of suspension</i>
<i>Fighting or physical assault of any kind</i>	<i>Player, Coach, official, spectator or staff</i>	<i>Ejection for remainder of game and next game suspension</i>	<i>Season suspension to lifetime suspension, possible removal of child. Level of threat will determine length of suspension</i>

The guidelines are for all City of Charleston properties, leased facilities and any facility in which our teams play.

The above actions are the minimum penalties and maximum that will be given. Any person that is guilty of an offense will also be placed on probation for that season. Any further violation(s) will result in further disciplinary action. All penalties will be decided by the City of Charleston Athletic staff. 2nd violations of the same offense could lead to removal as a coach or a parent.

Coaches Code of Conduct Contract

I hereby pledge to live up to the City of Charleston Recreation Department Code of Conduct as a coach.

1. Coaches are responsible to ensure that the health, well-being, safety and development of athletes take precedence over the win/loss record.
2. Coaches are expected to maintain a professional demeanor in their relationships with athletes, officials, coaches, administrators, opposing parents and treat all with respect and dignity.
3. Coaches must acknowledge that they are role models and behave in a respectful way. Exemplifying honesty, integrity, respect and fair play to all. Any form of fighting, verbal or physical, any threats of violence, any actions not representing that of a role model will not be tolerated.
4. Coaches should recognize that physical contact is at times necessary with players but coaches must ensure that no action on their part can be misconstrued. Always follow the rule of 3. Never be alone with a child at practice, do not give children rides home and do not go behind closed doors with a child alone.
5. Coaches should always instill integrity to the game and to the players. Do not teach children to break rules or behave unsportsmanlike. Let's prepare our players on how to succeed and fail maturely.
6. Coaches will ensure the knowledgeable in the rules of each sport that you coach, and that you will teach these rules to your players.
7. Coaches will not tolerate or participate in any kind of abuse, verbal, physical or emotional. Please report any infractions, so that we can protect the children. I will remember that I am a youth coach, and that the game is for children and not adults.
8. I have read the Coaches Concussion Information Sheet and understand what a concussion is and how it may be caused. I also understand what the signs, symptoms, and behaviors are and agree to remove the athlete from practice/play if exhibited and/or a concussion is suspected.
9. I understand that it is my responsibility to inform the parents/guardian if I suspect a concussion or if a suspected concussion is reported to me and that the athlete cannot return to practice or play before providing me with written clearance from an appropriate health care provider.
10. I understand the possible consequences of the athlete returning to practice/play too soon.

I have read and fully understand this statement regarding concussions, conduct and basketball bylaws.

DATE

COACH NAME

AGE GROUP

TEAM NAME

